

# Transportation Reports Tool Rights

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These reports are used to report on student transportation data.

See the [Student Bus Assignment Report](#) and [Transportation Summary Report](#) articles for more information.

## Student Bus Assignment Report

This report returns bus information in list or badge format based on selected criteria.

Student Bus Assignment Report ☆
School & District Settings > Transportation > Student Bus Assignment Report

### Bus Assignment Report

The Bus Assignment Report will print bus information for students in list or badge format. The report can be generated based on bus number or teacher. Transportation data that is active on the Transportation Effective Date will print. Printing by Bus Number will sort the data by student, with page breaks between each bus. Printing by teacher will sort the data by bus, with page breaks between each teacher. For best printing results use Avery 74541 badges and set Page Scaling to "None" in Acrobat Reader.

How would you like to print this report?

☒ By Bus Number (sorted by student)  
All Buses ▼

☐ By teacher (sorted by bus)  
All Teachers ▼
Period: 0 ▼
Period Schedule: Daily ▼

\*Transportation/Enrollment Effective Date: 08/07/2025

Select the route information would you like to include in the report?

☒ In bus information  
☐ Out bus information  
☐ Include late bus

How would you like to format the report?

☒ Print list  
☐ Print bus badges  
☐ With pictures  
☐ Without pictures  
☒ Skip page breaks (use this when printing badges to avoid blank badges)

☐ Include homeroom teacher  
☐ Include student grade level

Report Format: PDF ▼

Generate Report

*Student Bus Assignment Report*

# Transportation Summary Report

This report prints either bus or parking detail information (not both at once) based on selected criteria.

Transportation Summary Report
☆ School & District Settings > Transportation > Transportation Summary Report

### Transportation Summary Report

The Transportation Summary Report will print either bus or parking detail information for students that match the selected criteria. Students can be selected by grade level or Ad Hoc filter. Effective date will include students with active enrollments on the date selected. Students will be included in the report if they have transportation data for any of the fields selected.

What type of data would you like to include in the report?

☒ Bus Information

☒ In Bus
☒ Out Bus
☒ Late Bus
☒ In Time
☒ Out Time
☒ Miles Transported
☒ In Bus Stop
☒ Out Bus Stop

☐ Parking Information

☐ Make
☐ Color
☐ Parking Permit
☐ Model
☐ Plate Number

Which students would you like to include in the report?

☒ Grade

All Students
09
10
11
12

☐ Ad Hoc Filter

\*Transportation Effective Date: 08/07/2025

How would you like the report sorted?

☒ Student
☐ Grade

Report Format: PDF

Generate Report

Transportation Summary Report

Users only need **R (Read)** rights to run these reports.

## Suggested User Groups

- [Transportation](#)

See [User Groups and Suggested Roles](#) for more information.

